

Which Motor Fuel Dispensing Facilities Must File an Application?

The rules governing motor fuel dispensing facilities are found in 41 Illinois Administrative Code 174 and 175. The rules require that construction of a new motor fuel dispensing facility or modification of an existing facility shall not be commenced until applications and plans are given written approval by the Office of the State Fire Marshal. Facilities are prohibited from opening for business until inspected.

The rules address the following sub-classifications of motor fuel dispensing facilities:

- Attended Self-Service Motor Fuel Dispensing Facility
- Unattended Self-Service Motor Fuel Dispensing Facility
- Fleet Vehicle Motor Fuel Dispensing Facility
- Full Service Motor Fuel Dispensing Facility
- Marine Motor Fuel Dispensing Facility

Note that one OSFM application is used for all of the above types of motor fuel dispensing facilities.

Plan and application review for motor fuel dispensing facilities is handled by the Office of the State Fire Marshal's Division of Technical Services. Field inspections of newly constructed or significantly modified stations, as well as the issuing of renewed permits for existing facilities, is handled by the OSFM's Division of Petroleum and Chemical Safety.

Currently permitted motor fuel dispensing facilities that do not undergo changes are not required to resubmit a Motor Fuel Dispensing Facility Permit Application to the Office of the Illinois State Fire Marshal. Currently permitted facilities are automatically re-inspected by the OSFM's Division of Petroleum and Chemical Safety and renewed permits are issued upon determination of compliance with all applicable rules.

Motor Fuel Dispensing Facilities that must submit an application and plans to the Office of the State Fire Marshal's Technical Services Division for evaluation are those that are:

1. being newly constructed or newly established
2. changing from one form of motor fuel dispensing facility sub-classification to another sub-classification (e.g., attended to unattended; attended to full service; or attended to fleet service, etc.).
3. making substantial modifications to an existing facility. Substantial modification would include, but not be limited to:
 - i. Installation of new dispensing islands or dispensers in new locations
 - ii. Relocation of the emergency shutoff switches
 - iii. Construction or relocation of buildings on the property

Modifications that would NOT be considered substantial, and therefore would NOT require application and plan submittal to the OSFM would include the following types of work: (these modifications would simply be inspected when the facility is next due for permit renewal):

1. Like-for-like replacement of existing equipment (e.g., replacement of existing dispensing cabinets; changing existing dispensing nozzles, hoses or fittings; replacing an existing emergency shutoff switch in its current location)
2. Replacing (or installing additional) collision protection posts or guardrails
3. Changing or replacing warning or instructional signs
4. Replacing or adding to the complement of portable fire extinguishers

It is important to note that the Motor Fuel Dispensing Facility Application and Permit from the OSFM does not address underground tank issues. Permits for conducting work on underground storage tanks (e.g., UST installation, removal, relining, abandonment-in-place, etc.) must be separately applied for, and obtained, from the Office of the State Fire Marshal. Obtaining OSFM approval for conducting UST work does not imply approval to operate the motor fuel dispensing facility and likewise a Motor Fuel Dispensing Permit review does not imply that UST requirements have been addressed.

Facilities which have only undergone a change of ownership, change of facility name, or change in designated facility address, should contact the OSFM's Division of Petroleum and Chemical Safety for instructions on notifying that Division of the changes. Such facilities are not required to complete or submit a "Motor Fuel Dispensing Facility" permit application form to the OSFM's Division of Technical Services.

The administrative rules require that site plans must accompany submitted motor fuel dispensing facility application forms. Plans are required to be 8-1/2" x 11" in size and blueprints are not acceptable. The plans and applications must be submitted in triplicate. The plans shall be drawn to scale, and at a minimum shall include the following:

- Lot lines and dimensions.
- Building lines and dimensions.
- Location of all dispensers and/or dispenser islands.
- Location of control stations
- Location of all electrical shutoff switches
- Fire extinguisher locations and sizes
- The location of any LPG or flammable/combustible liquid tanks at the site
- The location of any LPG cylinders or cylinder storage racks. stored at the site